

Policy and Finance Committee

Date: 17 September 2018

Title: Risk Register action plan update

Purpose of the Report: To provide the Committee with a mid-year update on the risk register action plan for 2018-2019.

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Corporate Objective/s	LLTC Three Year Plan – Aim 1:	
Implications:		
Financial	√	Within existing budget
Human Resources		
Operational/Service delivery		
Procedural/Legal		
Risk/Health and Safety		

1. RECOMMENDATION/S

Should members be minded, the proposals are:

1.1 To note the report.

2. BACKGROUND

2.1 As the Committee is aware, there is an ongoing, annual requirement for the Council to review its Risk Register. Following Committee review, the Risk Register and Action Plan requires approval by Council.

2.2 The Town Council has used for many years the specific software LCRS (Local Council Risk System). The system is pre-loaded with more than 390 risks and 1100 controls across a spectrum of services areas, for local councils to select those which apply to them and assess the potential risk for each element.

2.3 At its meeting held on 15 January 2018, the Committee received the full Risk Register report and Action Plan for 2018-2019. This was subsequently endorsed by Council on 29 January 2018.

2.4 The Risk Register Action Plan for 2018-2019 contained five main action areas:

2.4.1 **Council Property and Documents** – data mapping being done in 2018 to comply with new data protection regulations.

2.4.2 **Data Protection** – potential for data/security breaches – under review to comply with new data protection regulations.

2.4.3 **Employment of Staff** – ensure procedures for key functions are documented.

2.4.4 **Land** – maintenance of asset register and development of a planned maintenance programme for all fences, hedges, gates, footpaths etc under LLTC ownership.

2.4.5 **Websites** – ownership of URLs, visibility of visitor numbers, management of websites, compliance with data protection regulations.

3. UPDATE

3.1 As the Committee is aware, a significant amount of work has been done in respect of the General Data Protection Regulation and new Data Protection Act. A number of policies have been developed or updated, including a Document Retention Policy which will guide us in document management going forward.

3.2 Work continues across all departments to ensure procedural documentation is up to date and fit for purpose, particularly where procedures have undergone significant change, for example in the production of meeting agendas.

3.3 Work is underway to move the asset register to the new Pear Technology software, which allows much greater detail to be captured and photographs added. This is a significant project which will take several months to complete.

3.4 As approved by Committee earlier this year, the Town Council's four websites are now being hosted and supported by a specialist provider. As part of the migration process, any anomalies with ownership have been addressed and work has been completed to ensure compliance with data protection regulations. The new technical and content management support arrangement is proving extremely valuable in ensuring resources are in place to support the ongoing management of all websites.

4. CONCLUSIONS

4.1 All service areas are aware of the risk register action plan and work is underway to ensure compliance in terms of data protection, document management and procedural documentation.

- 4.2 The risk register will be subject to its annual review during November 2018.
- 4.3 The updated risk register and action plan for 2019-20 will be presented to Committee at its meeting in January 2019.

End.